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# Coastal City Adaptation Project (CCAP) Agreement No. AID-656-C-14-00001

**FY2015 2<sup>nd</sup> Year of the Project**

**2nd Quarter Administrative and Financial Update  
January – March 2015**

**March 2015**

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## **1. Major Implementation Issues**

*Operational* – Chemonics is continuing to work with local legal counsel to obtain work authorizations for expatriate staff under the Chemonics' foreign branch office operating licenses originally issued prior to the start of CCAP in 2013. The Tax Authority issued Chemonics a Declaration of Good Standing on February 24, which is required as part of the work permit application. After numerous requests, the Social Security Institute provided a correct extract on March 27, which local counsel are analyzing at the end of this reporting period to determine the necessary steps to resolve outstanding issues and obtain the Declaration of Good Standing for inclusion with work permit application. Given the lengthy delays, CCAP is pursuing a parallel strategy of establishing a new foreign branch office registration to only host Chemonics/CCAP activities.

*Technical* – This quarter we encountered three major implementation issues that required flexibility and creativity to manage. First, to take advantage of the last few weeks of the mangrove seeding season in Quelimane we have had to redirect significant staff time to build community support, and to align the partnerships with the municipality, other government agencies, academic institutions and local associations, in order to have nurseries set up, land prepared for reforestation and to secure the designation of special areas for mangrove restoration by the municipality. Second, finalizing the scopes of work for four critical contracts and grants is taking longer than we had anticipated. These contracts/grants are (1) the climate smart household infrastructure with UN Habitat; (2) the climate change adaptation and disaster risk management training with the Eduardo Mondlane University; (3) the disaster response training and provision of emergency kits with the Mozambican Red Cross; and (4) the municipal adaptation planning initiative with Africa Climate Change Resilience Alliance (ACCRA). We anticipate that most, if not all, of the issues with these contracts/grants will be resolved by the end of the following quarter. And third, as we are ramping up activities, two staff members of an already small team resigned, the Quelimane Municipal Advisor and the Communications Specialist. The effect of this will be felt in following quarters until the positions are filled.

## **2. Administrative Update**

CCAP's Senior Technical Advisor, Sharmila Moiane, formally joined the CCAP team on January 5, 2015 and following a comprehensive orientation program assumed her responsibilities in Pemba.

CCAP separated with Communications Specialist Lécio Munguambe effective March 31. Additionally, on March 26 the Municipal Advisor for Quelimane Manuel Lencastre indicated he intends to separate from CCAP on or around April 15. CCAP published vacancy announcements the last week in March and will recruit to fill these positions in the next reporting period.

From February 2 to 21, ST Grants and Subcontracts Specialist Erin Owens provided direct support to CCAP Operations Team to advance proposed grants to UN-Habitat for more resilient housing design and model construction, Eduardo Mondlane University for targeted training on climate change adaptation and disaster risk management for municipal officials, Red Cross of Mozambique for first aid response training and equipment, and agreements to procure desktop computers for use with the early warning and municipal data collection and management system. During the reporting period, CCAP developed and submitted concept notes for all three grants and entered into final budget negotiations with UN-Habitat.

CCAP executed a commercial lease to establish satellite office in Pemba, which is the post for the Senior Technical Advisor and the Municipal Advisor for Pemba. The satellite office was fully functional in early March. Despite lengthy negotiations with an established international NGO in Quelimane, CCAP was unable to formalize an agreement to use a vacant office space within their facility. In the next reporting period, CCAP Operations will conduct a new tender to procure independent office space in Quelimane.

Following USAID approval of the in-kind grant to INGC, CCAP finalized and executed a procurement for 15 emergency management kits, five of which were accepted in Pemba and 10 in Quelimane in mid-March. In the next reporting period, CCAP intends to hold a hand over ceremony to transfer the kits to the respective INGC local disaster management committees.

### 3. Financial Information

Line Item	Total Life of the Project Budget (LOP)	Actual Expenditures Thru this Quarter		
		Prior (through December 31, 2014)	January 1, 2015 - March 31, 2015 (FY15 Q2)	Total through March 31, 2015
Salaries	\$3,172,747	\$646,547	\$180,533	\$827,079
Fringe	\$1,195,763	\$284,310	\$68,263	\$352,573
Overhead	\$2,463,048	\$542,140	\$142,079	\$684,218
Travel & Transportation	\$368,513	\$113,700	\$18,508	\$132,208
Allowances	\$734,239	\$288,358	\$68,290	\$356,649
Other Direct Costs	\$1,136,172	\$359,809	\$150,678	\$510,487
Equipment, Vehicles, & Freight	\$146,082	\$104,597	\$12,136	\$116,733
Training	\$467,616	\$5,124	\$561	\$5,684
Subcontractors	\$1,464,492	\$566,511	\$111,263	\$677,774
Grants	\$2,100,000	\$0	\$74,634	\$74,634
General and Administrative	\$671,708	\$164,092	\$50,774	\$214,866
Fees	\$983,829	\$230,639	\$63,217	\$293,856
NICRA Adjustments		\$30,588		\$30,588
<b>Grand Total</b>	<b>\$14,904,209</b>	<b>\$3,336,414</b>	<b>\$940,937</b>	<b>\$4,277,351</b>